



**Kansas Real Estate Commission**

Jayhawk Tower  
700 SW Jackson St Ste 404  
Topeka, KS 66603-3785

krec@ks.gov (785) 296-3411  
Fax: (785) 296-1771 www.krec.ks.gov

Public access is available by appointment only

**FINGERPRINTING INFORMATION**  
**(This page is for LIVESCAN USE ONLY)**

**APPLICANT:** *The following documents are required to be taken with you to the fingerprinting agency. Failure to provide any of these documents may result in refusal to have fingerprints taken.*

- Government issued photo ID
- Fingerprinting Information document

**You must email/fax the waiver agreement REL-150 and payment authorization on pages 4 and 5 of this document to KREC at [krec@ks.gov](mailto:krec@ks.gov) or 785-296-1771.**

**FINGERPRINTING AGENCY:** *Please verify identity with government issued photo ID.*

**THIS AGENCY HAS BEEN APPROVED BY THE KBI. PLEASE SUBMIT COMPLETED FINGERPRINT SUBMISSION VIA LIVESCAN.**

**Fingerprint Card Type:**

42 Civil – State and Federal Identification Fee

**Reason Fingerprinted:**

☐ 84 – REAL ESTATE SALES – KSA 58-3039

**Processing Fee Code:**

☐ Fee Billed to Agency

**Originating and Booking Agency ORI or Agency Account Number (AAN):**

☐ KS920120Z – KANSAS REAL ESTATE COMMISSION

**If you have any questions, please call the KBI Ident Unit at 785-296-4038.**

Payment Authorization and Waiver should be emailed/faxed to KREC at [krec@ks.gov](mailto:krec@ks.gov) or 785-296-1771. If your fingerprints were not done via LiveScan location in KANSAS, your fingerprint card must be mailed to our office. You may mail form along with your fingerprint card.



## Kansas Real Estate Commission

Jayhawk Tower  
700 SW Jackson St Ste 404  
Topeka, KS 66603-3785

krec@ks.gov (785) 296-3411  
Fax: (785) 296-1771 www.krec.ks.gov

Public access is available by appointment only

### WAIVER AGREEMENT

**Keep this page for your records**

I hereby authorize the Kansas Real Estate Commission (KREC) to submit a set of my fingerprints to the Kansas Bureau of Investigation (KBI) for the purpose of identifying me and accessing and reviewing Kansas and/or national criminal history records that may pertain to me. Pursuant to K.S.A. 22-4701 et seq. and K.S.A. 22-5001, KREC may obtain my criminal history record information for noncriminal justice purposes. By signing this waiver, it is my intent to authorize release to KREC of any Kansas and/or national criminal history record that may pertain to me.

I understand that, upon my request, KREC will provide me a copy of the criminal history background report, received on me, for the purpose to challenge the accuracy and completeness of any information contained in any such report. I may be afforded a reasonable amount of time to correct or complete the criminal history record (or decline to do so) before KREC makes a final decision about my eligibility for a real estate license. See 28 CFR 50.12(b).

I understand that officials receiving the results of the criminal history record check are to use those results only for authorized purposes and are prohibited from retaining or disseminating such results in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council. (See 5 United States Code (USC) 552a(b); 28 USC 534(b); 42 USC 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d), and 906.2(d).)

### RIGHT TO OBTAIN AND CHALLENGE ACCURACY OF CRIMINAL HISTORY RECORDS

You may request a copy of your state and/or national criminal history record from KREC for the purpose of challenging for accuracy and completeness.

Alternatively, you may obtain a copy of your **Kansas criminal history record information (CHRI)** to review for accuracy and completeness, by submitting a set of your fingerprints, a letter requesting your criminal history record, and payment of the appropriate fee to the KBI. For further details, including the current fee, visit the following Internet website: [http://www.kansas.gov/kbi/info/info\\_brochures.shtml](http://www.kansas.gov/kbi/info/info_brochures.shtml) then find the brochure named "Record Checks for Non-Criminal Justice Purposes".

Or, to provide official court documents to make a correction you may write to:

Kansas Bureau of Investigation  
Attn: Criminal History Records  
1620 SW Tyler  
Topeka, Kansas 66612-1837

If a change is made to your Kansas criminal history record due to a challenge, a new copy of your Kansas criminal history record will be sent to KREC to make a final decision about your eligibility for a license.

To obtain a copy of your **national CHRI, also known as the Identity History Summary**, for review and challenge you must submit a set of your fingerprints and the appropriate fee to the FBI. Information regarding this process may be obtained at: <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

Or, you may write to:

FBI CJIS Division  
Attn: Criminal History Analysis Team 1  
1000 Custer Hollow Road  
Clarksburg, West Virginia 26306

The FBI will forward your challenge to the appropriate contributing agency to verify or correct the entry. Upon receipt of an official communication directly from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency (see 28 CFR 16.30 through 16.34). **KREC must submit a new set of fingerprints and fee to receive the updated federal criminal history record.**



## **FBI PRIVACY ACT STATEMENT**

**Keep this page for your records**

### **Authority:**

The FBI's acquisition, preservation, and exchange of information requested by this form is generally authorized under 28 U.S.C.534. Depending on the nature of your application, supplemental authorities include numerous Federal statutes, hundreds of State statutes pursuant to Pub.L. 92-544, Presidential executive orders, regulations and/or orders of the Attorney General of the United States, or other authorized authorities. Examples include, but are not limited to, 5 U.S.C. 9101; Pub.L. 94-29; Pub.L. 101-604; and Executive Orders 10450 and 12968. Providing the requested information is voluntary; however, failure to furnish the information may affect timely completion or approval of your application.

### **Social Security Account Number (SSAN).**

Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

### **Principal Purpose:**

Certain determinations, such as employment, security, licensing, and adoption, may be predicated on fingerprint-based checks. Your fingerprints and other information contained on (and along with) this form may be submitted to the requesting agency, the agency conducting the application investigation, and/or FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. During the processing of this application, and for as long hereafter as may be relevant to the activity for which this application is being submitted, the FBI may disclose any potentially pertinent information to the requesting agency and/or to the agency conducting the investigation. The FBI may also retain the submitted information in the FBI's permanent collection of fingerprints and related information, where it will be subject to comparisons against other submissions received by the FBI. Depending on the nature of your application, the requesting agency and/or the agency conducting the application investigation may also retain the fingerprints and other submitted information for other authorized purposes of such agency(ies).

### **Routine Uses:**

The fingerprints and information reported on this form may be disclosed pursuant to your consent, and may also be disclosed by the FBI without your consent as permitted by the Federal Privacy Act of 1974 (5 USC 552a(b)) and all applicable routine uses as may be published at any time in the Federal Register, including the routine uses for the FBI Fingerprint Identification Records System

(Justice/FBI-009) and the FBI's Blanket Routine Uses (Justice/FBI-BRU). Routine uses include, but are not limited to, disclosures to: appropriate governmental authorities responsible for civil or criminal law enforcement, counterintelligence, national security or public safety matters to which the information may be relevant; to State and local governmental agencies and nongovernmental entities for application processing as authorized by Federal and State legislation, executive order, or regulation, including employment, security, licensing, and adoption checks; and as otherwise authorized by law, treaty, executive order, regulation, or other lawful authority. If other agencies are involved in processing this application, they may have additional routine uses.

### **Additional Information:**

The requesting agency and/or the agency conducting the application-investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any system(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).



## Kansas Real Estate Commission

Jayhawk Tower  
700 SW Jackson St Ste 404  
Topeka, KS 66603-3785

krec@ks.gov (785) 296-3411  
Fax: (785) 296-1771 www.krec.ks.gov

Public access is available by appointment only

### PAYMENT AUTHORIZATION FORM

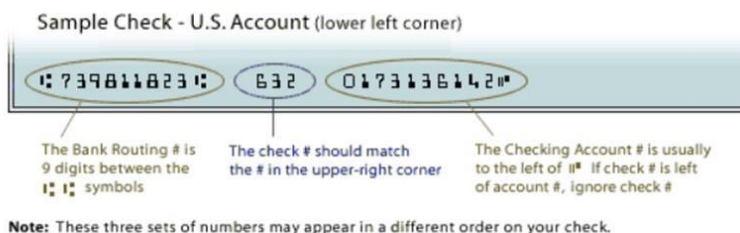
**\$60 Criminal History Check fee + Application fee (\$15 for salespersons or \$50 for brokers)**

#### Option 1: CREDIT/DEBIT CARD PAYMENT INFORMATION

Applicant Name:	Email Address: (optional for electronic receipt)	Zip Code:	Expiration Date:
Card Information:			
<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Discover	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> American Express			
<input type="text"/>	<input type="text"/>	<input type="text"/>	

#### Option 2: ELECTRONIC CHECK PAYMENT

Account Holder Name:	Email Address: (optional for electronic receipt)
Account Type: <input type="checkbox"/> Personal <input type="checkbox"/> Business	Check Number (Optional)
Routing Number:	Account Number:
<input type="text"/>	<input type="text"/>



Waiver Agreement and Payment Authorization Form (page 4-5) should be emailed to [krec@ks.gov](mailto:krec@ks.gov) or faxed to 785-296-1771.

**ALL APPLICANTS WHOSE FINGERPRINTS ARE NOT DONE VIA A LIVELSCAN LOCATION IN KANSAS MUST MAIL FINGERPRINT CARD.**

If you prefer to provide your credit card or electronic check information by phone, call 785-296-3411. After processing your payment, this page will be shredded.

**Kansas Real Estate Commission**

Jayhawk Tower  
700 SW Jackson St Ste 404  
Topeka, KS 66603-3785

krec@ks.gov (785) 296-3411  
Fax: (785) 296-1771 www.krec.ks.gov

Public access is available by appointment only

**WAIVER AGREEMENT | REL-150**

Please complete the information below:

I have \_\_\_\_\_ **OR** have not \_\_\_\_\_ been convicted of a crime.

If convicted, describe the crime(s), the date and location of the crime(s), and the name of the convicting court:

---

---

Under penalty of perjury, I hereby declare that I am the person described below and understand that any falsification of this statement constitutes a severity level 9, nonperson felony under the provisions of Title 21 Kansas Statutes Annotated, Section 5903.

I have been provided the Waiver Agreement, FBI Privacy Act Statement, and information how to challenge my criminal records for accuracy and completeness.

Full Name			Name to be Shown on License	
Social Security Number			Date of Birth	
Residence Address				
City	State	Zip	County	
Phone		Email Address		

---

**SIGNATURE**

---

**DATE SIGNED**

<b>Applying for a:</b> <input type="checkbox"/> Salesperson License <input type="checkbox"/> Broker License	<b>License held in another state:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

**Payment Authorization and Waiver should be emailed/faxed to KREC at [krec@ks.gov](mailto:krec@ks.gov) or 785-296-1771. If your fingerprints were not done via LiveScan location in **KANSAS**, your fingerprint card must be mailed to our office. You may mail this form along with your fingerprint card.**